

River Park Home Owners Association, Inc.

POLICY REGARDING THE CONDUCT OF ASSOCIATION MEETINGS

The purpose of this Policy is the adoption of rules and procedures to facilitate the efficient operation of the Association in its conduct of meetings.

This Policy is in compliance with Colorado Revised Statutes §38-33.3-209.5 and §38-33.3-308(2.5)(b), and the Articles of Incorporation and Bylaws of the Association.

CONDUCT OF MEETINGS POLICY

1. All meetings of the Association, including Annual, Board and Special meetings, are open to every Owner and any person designated by an Owner in writing as the Owner's representative. Members, or designated representative, shall be permitted to attend, listen, and speak at an appropriate time during the meetings subject to the remaining provisions of this Policy.
2. A Board meeting shall be defined as a planned meeting of all members of the Board that is intended to administer the affairs of the Association and is attended by a quorum of the Board. During Board and Special meetings of the Board, at an appropriate time determined by the Board, but before the Board votes on an issue under discussion, Owners or their designated representatives shall be permitted to speak regarding that issue. The Board may place reasonable time restrictions on persons speaking during the meeting. If more than one person desires to address an issue and there are opposing views, the Board shall provide for a reasonable number of persons to speak on each side of the issue. Owners shall not be allowed to otherwise participate in discussion or deliberation by the Board unless authorized by a majority vote of a quorum of the Board.
3. All regular Board meetings shall be held _____. Regardless of the date, a notice of the meeting shall be e-mailed to all Owners at least ten (10) days before the meeting, announcing: 1) the meeting date and location, and 2) stating the main topic(s) of discussion. If an Owner wishes to place an item on the agenda for discussion, the Owner must give written notice to the president, with full details of the item, at least six (6) days before the meeting. The final agenda will then be sent out to all Owners at least two (2) days before the meeting. The agenda for all meetings shall be in accordance with the order of business determined by the Board but shall include an open forum during which any Owner who wishes to speak shall have the opportunity to do so, subject to other provisions in this Policy.
4. Nothing in this Policy is intended to preclude the Board from conducting such business as may come before it between Board meetings, including, but not limited to, the voting on a previously discussed issue from an earlier Board meeting. All such business and decisions shall be recorded and available to the membership.
5. The Board may hold an executive or closed door session and may restrict attendance to Board members and other persons specified by the board, provided that any such executive or closed door session may only be held in accordance with the provisions and requirements of Colorado law. The matters to be discussed at such an executive session are limited to:

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- a. Matters pertaining to employees of the Association's contract or involving the employment, promotion, discipline, or dismissal of an officer, agent, or employee of the Association.
- b. Consultation with legal counsel concerning disputes that are the subject of pending or imminent court proceedings or matters that are privileged or confidential between attorney and client.
- c. Review of or discussion relating to any written or oral communication from legal counsel.
- d. Investigative proceedings concerning possible or actual criminal misconduct.
- e. Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from public disclosure.
- f. Any other matter of which disclosure would constitute an unwarranted invasion of individual privacy.

Prior to the time the members of the Board convene in executive session, the chairman shall announce the general matter of discussion as enumerated in the paragraphs above. No rule or regulation of the Board shall be adopted during an executive session. A rule or regulation may be validly adopted only after the Board goes back into regular session following an executive session or at a subsequent regular or special meeting of the Board.

6. Conduct at meetings by Owners and Board members shall be respectful and courteous at all times. The following rules shall be followed at all meetings of the Association:

- a. Before speaking at a meeting a speaker must be recognized by the chair.
- b. Each person who speaks must first state his or her name and lot number.
- c. Only one person may speak at a time.
- d. All comments are restricted to the agenda item being discussed.
- e. All comments are to be directed to the chair and/or Board and not other individual participants.
- f. There shall be no interruption of anyone who has been recognized by the chair, except by the chair or other Board members.
- g. Unless otherwise determined by the chair each speaker shall have three minutes to speak.
- h. Personal attacks, whether physical or verbal, and offensive language will not be tolerated.
- i. Courteous behavior is mandatory.

Should the chair determine that any Owner has spoken for the allocated amount of time, or otherwise disrupts the meeting, or is in violation of the provisions of this policy, the chair shall have the authority to instruct that Owner to yield the floor, and that Owner will be obligated to comply with the chair's instruction. If the Owner refuses to stop disrupting the meeting, the chair will issue an oral warning asking the Owner to leave the meeting. If the Owner refuses to leave, the meeting will be adjourned.

7. Notice for any Special meeting shall be e-mailed to Owners at least ten (10) days before the meeting, announcing: 1) the date of the meeting, 2) the starting time, 3) the reason for calling a

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special meeting, and 4) any documentation or information an Owner needs to help understand the topic of discussion.

8. The Annual meeting of Owners may be held during the month of June, preferably during one of the first two weekends. Notice of the meeting shall be mailed to all Owners at least thirty (30) days before the scheduled meeting date, announcing: 1) The date, time, and place of the meeting, 2) a tentative meeting agenda, 3) blank proxy and ballot forms, 4) minutes of the previous annual meeting, 5) financial statements from the previous year, 6) description of any proposed resolutions, 7) information on Owners running for openings on the Board, and 8) board accomplishments. The agenda for the annual meeting shall be in accordance with the order of business determined by the Board but shall include an open forum during which any Owner who wishes to speak shall have the opportunity to do so, subject to other provisions in this policy.

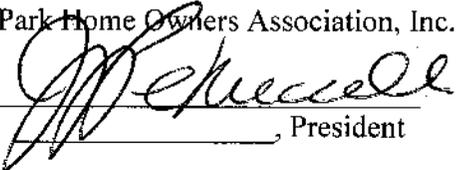
9. Minutes of all meetings shall be sent to all Owners by e-mail within a reasonable time after final approval from the Board.

10. Video or audio recording of all or any portion of any meeting by Owners is prohibited, provided that the Board may determine to record any meeting in its discretion.

11. The Board shall review this Policy annually. The Board may amend this Policy when such modification is deemed to be in the best interests of the Association.

The undersigned, being President of the River Park Home Owners Association, Inc. certifies that the forgoing Policy was adopted by the Board of Directors of the Association at a duly called meeting of the Board on 4-9-15, and in witness thereof the undersigned has subscribed his/her name.

River Park Home Owners Association, Inc.

By: , President